

**GUIDELINES FOR COURT INTERPRETERS
ATTORNEY/DEFENDANT INTERVIEWS
FAIRFAX COUNTY CIRCUIT COURT**

Effective 7/1/2001

The Fairfax County Circuit Court establishes these Guidelines. The Criminal Division currently monitors the payment of interpreters. Any questions regarding the guidelines should be put in writing to Clerk of the Court, John T. Frey.

Court interpreters desiring to provide services in the Fairfax County Circuit Court for attorney/defendant interviews must abide by these guidelines and sign the attached acknowledgement.

GUIDELINES:

I. Payment Schedule:

- A.** The Court allows a two-hour minimum billing per day for services provided in attorney/defendant interviews at the rate of \$45 per hour, with a maximum of \$330 for a full day. Interpreters can only charge one two-hour minimum between the three Fairfax Courts.
- B.** The interpreter must complete and sign "DC-44 Form" (Interpreter Services Log and Certification) and the "DC-40 Form" (List of Allowances). All payments will be based on the daily "Sign-In/Sign-Out" log, provided by the jail, and submission of the "DC-44" and "DC-40" forms at the conclusion of services each day, or on the next business day, to the Criminal Division.

II. Availability:

- A.** Interpreters scheduled for an attorney/defendant interview may charge only for services provided during the period scheduled. He/she may not charge the court for traveling time or expenses. If an interpreter is requested to provide services to General District Court or J&DR Court he/she **may not charge for such services** while under the employment of the Circuit Court.

III. Scheduling:

- A. The attorney will contact the interpreters to schedule attorney/defendant interviews. Once an interpreter agrees to accept an assignment, he/she must appear on the scheduled attorney/defendant interview day. **Interpreters providing attorney/defendant interviews are not automatically assigned to that particular case for hearings in the Circuit Court.**
- B. Cancellations by the interpreters will be noted and addressed. If the interpreter is found to be unreliable, his/her services may be terminated.

IV. Billing Procedures:

- A. Interpreters will use the required forms, "DC-44" and "DC-40". Blank forms are available at the Criminal Division.
- B. It is the responsibility of each interpreter to submit the "DC-44" and "DC-40" forms at the conclusion of services, or the next business day, to the Criminal Division.
- C. Interpreters must provide the case information on the clients and also indicate if interpretation services were provided for the defendant, plaintiff, and/or witnesses associated with that case. For each case, the case information must be recorded on the "DC-44" form, with the signature of the attorney that requested your services.
- D. Billings may be rounded up to the **closest half-hour**.
- E. All entries on the "DC-44" and "DC-40" forms must be recorded **legibly and accurately**. Please print the client's last name, first name, and middle initial, if available. Ensure the Case Number is accurate. Attorney/defendant interviews require the attorney's full signature and printed name.
- F. The interpreter must sign the "DC-44" and "DC-40" forms to indicate that he/she provided the service to the court on the specified case(s).

ACKNOWLEDGEMENT

I agree to abide by all guidelines listed in the "Guidelines for Court Interpreters for Attorney/Defendant Interviews Fairfax County Circuit Court" and understand that failure to do so will result in termination of my interpretation services for the Fairfax County Circuit Court.

_____	_____	_____
<i>Print Full Name</i>	<i>Signature</i>	<i>Date</i>

_____	_____	_____
<i>Witness</i>	<i>Signature</i>	<i>Date</i>